



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

JOB OPPORTUNITY CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM ASSISTANT SUPERINTENDENT FOR ADULT EDUCATION AND SCHOOL FACILITIES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location: 25 Industrial Park Road, Middletown, CT

Hours: 8:00 a.m. to 5:00 p.m.

File / Position #806 / 57971

Salary Range \$115,352 - \$147,962

Closing Date: November 1, 2013

***New hires to state employment start at the minimum of the above salary range.**

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of Assistant Superintendent.

GENERAL STATEMENT OF DUTIES:

Oversees Facilities Management of 19 Connecticut Technical High Schools consisting of approximately four million square feet of space and 51,000 acres of property; Oversees projects in various stages totaling approximately ½ billion dollars; Plans future capital projects resulting in new emerging technologies; Ensures the safety of the technical high schools through monitoring and anticipating all health and safety inspections continue with the implementation of the “Tools for Schools Program” and the revision and development of written materials and provision of training as appropriate; Provides direct oversight of all Adult Education Programs.

EXAMPLE OF DUTIES:

- Oversees facilities staff to ensure that all required procedures and processes that are directly under the control of the CTHSS, are executed thoroughly and in a timely manner, in order to reduce delays and excessive extra costs on major capital improvement projects.
- Continues the improvement efforts to the asset management function in the CTHSS.
- Continues collaboration with the Bureau of Fiscal Services in inventory development efforts.
- Develops roles and responsibilities at the various levels of the CTHSS (asset management).
- Ensures that all schools' administrators implement the appropriate inventory protocols to ensure a significant decrease in inventory loss.
- Supervise, support and evaluate building principals and Central Office staff in developing and meeting district and school goals.
- Prepare board reports, policies and administrative rules for effective oversight and operation of the school system.
- Ensures that all schools are inspected annually and provided written feedback and follow-up monitoring ensuring all violations as cited are addressed within the specified time frames, a school safety manual is updated and distributed to all schools and training is provided to all office staff and administrators.
- Ensures the implementation and successful operation of the adult education programs in the CTHSS
- Ensures the accurate and timely collection and reporting of data as required by the federal

- government for Adult Programs.
- Stay current with applicable laws, policies and programs and develop appropriate procedures to meet their requirements.
- Provides support to Connecticut Technical High Schools in preparation for their scheduled NEASC accreditation visit.
- Create a learning environment and cohesive team by demonstrating leadership ability coupled with the collaborative skills and temperament to oversee strong teamwork.
- Other duties as required by the Superintendent of the CTHSS.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of federal and state health and safety regulations, including facilities management; ability to oversee asset management; strong written, verbal and analytical skills; ability to prepare comprehensive written reports; ability to assist schools in the day to day school operations; ability to train, supervise and evaluate staff; and ability to develop and maintain cooperative working relationships. Candidate will be expected to conduct on-site visits to schools around the state.

Minimum Experience and Training Required:

An earned advanced degree and 11 years of professional experience in the field of education or related areas.

Special Experience:

One (1) year of the General Experience must have been in a managerial capacity in the oversight of the development or administration of an educational bureau, system, operation, school or service.

Managerial capacity is defined as full time managerial responsibility for a major program. Position will have supervisory responsibilities but the emphasis should be management activities defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, developing and/or monitoring a budget.

For State Employees, the Special Experience is interpreted at the level of Education Bureau Chief.
Substitutions Allowed:

A 092 certificate (Intermediate Administrator), or 093 certificate (Superintendent), or Sixth Year Diploma in Educational Leadership, or an Ed.D. (Doctorate in Educational Leadership) may be substituted for one (1) additional year of the General Experience.

An advanced degree and five (5) years of managerial experience in the oversight of the development or administration of an educational bureau, system, operation, school or service may substitute for the General Experience and the Special Experience.

Special Requirement:

Must possess Intermediate Administration (092) certification.

Preferred Experience and Training:

An advanced degree in educational research, adult education, facilities management or closely related field; proven leadership in large school system; successful experience hiring, training and supervising school level and central office staff. *Successful professional experience serving as a school principal.*

(093) Superintendent of Schools Certificate or related program of study is preferred.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #805, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Mr. Chris Beloff, Bureau of Human Resources, 25 Industrial Park Road, Middletown, CT 06457. Telephone (860) 807-2162. All required documents must be submitted by close of business on the closing date to be considered for interview.**

Closing date for applications: **November 1, 2013**

Anticipated date of employment: **Immediate upon selection**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#805
10/11/13